



## TOWN OF UPTON, MASSACHUSETTS

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### BOARD OF SELECTMEN

Memo To: Board of Selectmen  
From: Blythe C. Robinson, Town Manager  
Date: August 30, 2013  
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 85,262.25
- Expense Warrant: \$1,029,464.26
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For Your Information/Follow Up:

- We have been notified by the State Fire Commission that Chief Goodale has been granted accreditation status by the Commission based upon his education, training and experience in areas relevant to serving as Fire Chief. The accreditation process establishes benchmarks for training in fire and emergency service management so that chiefs may be better prepared to serve their department and their community. To maintain this status the Chief will continue to participate in training and education to further his knowledge in his field. On behalf of the Town I'm very pleased that he has been awarded this status and the Town should be very proud of the caliber of professionals serving our residents.
- To be released early next month is a Request for Proposals (RFP) that seeks proposals for the acquisition of a parcel of land suitable for use as a parking lot for Town Hall. As you may recall the Town Hall renovation budget included funds for additional Town Hall parking, and we're seeking proposals since we were not able to come to terms with United Parish to continue sharing their facility. Proposals are due on October 15<sup>th</sup>.
- On the construction front, the vendor who was awarded the road reconstruction work was in Town on Friday to mill School Street and a portion of Mendon Street. At an undetermined date they will return to pave these affected streets.
- Depending on good weather, the contractor that has been retained to perform the annual road line painting will be in Town on the night of September 8<sup>th</sup> to complete that work.
- As you know, the developer of the Crosswinds subdivision off of Plain and Station Streets has been on site this year working on the installation of the infrastructure needed to support the 32 new houses planned there. After recent inspections the DPW has informed the Planning Board that there are some deficiencies with the sewer infrastructure, and concerns about the water infrastructure, and road as it approaches the railroad crossing near Station Street. I understand that the Planning Board will be taking up these issues at its September 10<sup>th</sup> meeting. The DPW Director has urged that no lots be released until these issues are resolved.
- Work continues on the Town Hall project with the focus on the basement. The contractor and our OPM have determined that there is a total of 46 cubic yards of ledge. We own 20 yards as required by the contract, but will have a change order for the balance. The

**BOARD OF SELECTMEN**  
James A. Brochu, Chairman  
Robert J. Fleming  
Kenneth E. Picard

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geotechnical engineer's report and recommendations have been received and those will be followed with regard to removal of the ledge, support of the walls, how to handle the closure of the well, and the removal of the old steam boiler that is buried in the basement.

- The Personnel Board met this week and interviewed the two firms who provided proposals to complete an update to the Town's classification and compensation plan. The Board intends to make a decision next week in order to start the project right away so it can be completed in December ahead of the next budget cycle for FY 14/15. Once hired meetings will be scheduled with all employees and with department heads to explain the process and get underway.
- We will be ready to start training on the electronic permitting system by mid-September. GEO TMS (the provider) has finished the conversion of all of our Assessor's records into our database, and is about 60% complete in setting up all of our forms and fee tables that will be used by the various departments. Thus they anticipate being ready to have staff attend training by the week of September 16<sup>th</sup>, and going live after that is done. Because our departments got their information in to the firm right away, we will likely to be the first of the 9 towns from CMPRC to go live.